

PURPOSE

This item contains Michigan Department of Health and Human Services (MDHHS) policy for requesting and approving outgoing grants.

POLICY

The [CM-0091, Grant Agreement V. Procurement Contract Determination](#) is used to assist with determining whether a request is for a grant agreement or procurement contract. The Bureau of Grants and Purchasing (BGP) will review the CM-0091 when necessary to validate the appropriate relationship determination was made by program offices. See APA 212 for additional information

In order to create a grant agreement or modify it through an amendment, a completed grant agreement or amendment request form must be submitted to BGP by the appropriate program office.

In order to initiate a competitive selection process, the program office must submit a request for proposal document with proper approval to BGP.

Proper approval of the request from the program office and the Bureau of Budget is required. For approval levels, refer to the [EGrAMS Grant Agreement Approvals memo](#) on the [BGP website](#) at Inside MDHHS > About > Offices and Departments > Financial Operations > Bureau of Grants and Purchasing.

State Administrative Board review and approval is required for:

- Any proposed grant agreement with a total value of \$500,000 or more.
- Any amendment which causes the total value to reach \$500,000 or more.
- The first amendment that takes the total amendment amount to \$500,000 or more. Once \$500,000 in changes have been submitted for approval, changes may add up to \$500,000 again before approval is required.
- All grant agreement extensions (a change in the scope that adds time). Options allowed under the current agreement language do not require approval.

Contract and program managers are responsible for reviewing and approving grant applications.

CONTACT

For more information contact [MDHHS-MIEGRANTS-AGREEMENT-DOC](#).

State of Michigan employees can visit the [BGP website](#) at Inside MDHHS > About > Offices and Departments > Financial Operations > Bureau of Grants and Purchasing.